

**Berkeley County Government**

**JOB OPENING**

**INFORMATION TECHNOLOGY DIRECTOR (PS100515)**

**DEPARTMENT: INFORMATION TECHNOLOGY**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Directs the Information Technology Department which includes directing the day to day operations of the department, staff supervision and departmental budget preparation. Consults with management to analyze computer system needs for management information and functional operations to determine the scope and priorities of projects and system capacity and equipment acquisitions. Develops, implements and monitors management information systems policies and controls to ensure data accuracy, security and legal/regulatory compliance. Negotiates and contracts with consultants, technical personnel and vendors for services and products. Provides support to end users in the selection, procurement, usage and maintenance of software programs and hardware. Manages computer operation scheduling, backup, storage and retrieval functions. Develops, maintains and test disaster recovery plans. Provides consultation to project managers on all new building or renovation of building projects on computer compatibility and functionality. Oversees staff who provide Deskhelphelp information, software installation and training and PC support. Oversees staff who develop and maintain the County's website and an intranet for County employees. Procures and maintains a county wide email system and an internet provider service. Oversees a computer programming staff that performs complex functions such as tax billing and customization of mainframe systems. Requires a high degree of flexibility. Performs other duties as assigned.

**QUALIFICATIONS:**

Bachelor's Degree in Computer Science, Business, or related field and eight (8) years computer related experience with six (6) years being management/supervisory experience.

Advanced personal computer experience including WORD or other commonly accepted word processing application and Excel or other commonly accepted spreadsheet application. SunGard IFAS experience highly preferred.

Departmental testing may be administered during interview.

Completed degree(s) that are not required but are beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is normally classified as exempt.** The normal work schedule is thirty-seven and one half (37.5) hours per week. Must be able to attend evening County Council meetings. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov)

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**Information Technology Director – Grade C47**

**Entry Level Bi-Weekly Pay Range: \$3,147.51-\$3,619.63**

**Date of Posting: 05/28/10**

***Qualified employees of Berkeley County Government will be given priority consideration for position vacancies. Human Resources will post this position for a minimum of three days. The posting can be withdrawn after three days depending on the number and quality of applications received.***